

General Biology
BSC 1005 – 4 credit hours - Hybrid
THIS IS A GENERALIZED SYLLABUS FOR THE COURSE - FOR A
TERM-SPECIFIC SYLLABUS, GO TO THE D2L CLASSROOM FOR THE
COURSE

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Office Hours: posted on website

Course Description: The general principles of biology will be covered. Wherever possible, human biology and the effect of humans on the environment will be emphasized. This is a blended-format class, meaning the students will be responsible for completing a variety of activities outside of the normal class hours (such as assigned readings, online assignments, etc.). Not for majors in biology.

Required Textbook: *Inquiry into Life*, 15th edition, by S. Mader and M. Windelspecht

Grading: (grading procedure is subject to change but, in the event of a change, notice will be given)

There will be one exam every two to three chapters. All exams count for the same number of points. Your lowest score will be dropped. Overall, the exams count as 70% of your overall grade. The remaining 30% will be determined by online quizzes. Information on the quizzes will be provided in class and made available on the website listed above.

90 – 100 % = **A**
80 – 89 % = **B**
70 – 79 % = **C**
60 – 69 % = **D**
0 – 59 % = **F**

Course grades will be curved if the overall class average is below a “C”. **Grades will NOT be given out over the phone or email.** You can check your final course grade online through RaiderNet on NWFSC’s web page.

Course Policies:

Students are expected to attend class regularly, as well as to arrive and depart on time. If entering the classroom late, please **gently** close the door behind you and take the first available seat. If you arrive more than 5 minutes late, you **must wait** until the mid-class break to enter the classroom. Likewise, you **must wait** until the mid-class break to leave. Excessive absences will be reported to the Office of Financial Aid **AND** may result in a reduction in grade. The first instance of excessive absence reporting will carry no penalty. A second instance will invoke a reduction in grade of 10%. Any further instances will **each** invoke a reduction in grade of 25%. Excessive absences are defined as three consecutive class absences, three absences in a month, and/or absences in excess of 25% of the class meetings. Except for absences related to college approved activities (e.g. academic competitions, FCAT testing, athletic events, etc.), this attendance policy is not intended to distinguish between excused and unexcused absences (e.g. emergencies, illness, or other unavoidable reasons for missing class). Reading the newspaper, sleeping, leaving halfway through class, or any other such activity will be considered the same as being absent. Any missed materials (notes, handouts, etc.) are the responsibility of the student (NOT the instructor). In other words, you have to get missed materials from a classmate, not from Dr. Heise.

When emailing Dr. Heise, PLEASE use your official college email account (e.g. yourname@nwfsc.edu). Emails from google.com, yahoo.com, etc. do not always make it through the college's security software. When you email, please include your full name, the name of the course, and the time/days it meets. This will help Dr. Heise figure out in which class you are enrolled (he typically teaches five or six classes a semester!).

NO make-up exams, with the exception of participation in official school-sponsored events or military deployment. You must discuss your absence within **TWO** days of the missed exam to be eligible for a make-up exam. If at all possible, discuss your absence *before* the exam. If a student fails to take the make-up exam by the date agreed upon with Dr. Heise, the chance to take the make-up may be withdrawn and/or the score earned may be reduced by 20 percentage points. ***During exams, any headgear must be removed or re-positioned such that nothing covers the face of the student.*** No exams will be handed out after the first student has left the classroom (unless prior arrangements have been made). Due to problems with cheating, students will not be allowed to leave the classroom during the exam (so go to the restroom **BEFORE** the exam). Students must present a photo ID at the time of an exam. The final exam will **NOT** be offered early (so start planning any end-of-the-semester trips, vacations, etc. to begin **AFTER** the date of the final).

Although not normally part of the grading scheme, Dr. Heise reserves the right to give pop-quizzes at any time. If quizzes are given, an adjustment in the grading scheme will be announced in class. Points may be subtracted from a student's grade for repeated violations of the No Food or Drink policy in laboratory classrooms (even if the class is a lecture-only class).

Cell phones, pagers, and such other electronic devices MUST be turned OFF during class time! Communication by any type of electronic device is strictly prohibited during class. Where emergency or employment situations *require* access to such devices, arrangements must be made *in advance* with the instructor. At the instructor's discretion, students may be required to temporarily deposit electronic devices with the instructor for the duration of the class.

If the college closes for inclement weather or other emergency, whatever exams or assignments previously scheduled during the closure period will automatically be rescheduled for the first regular class meeting held once the college re-opens.

Students may not bring children with them to class sessions. Health and safety concerns prohibit children from accompanying adult students in any lab, shop, office, classroom or other college facility where potential hazards exist. If a child-related emergency means you must miss class, contact the instructor as soon as possible to determine your options. The full "Children on Campus" policy statement appears in the current NWFSC Catalog and Student Handbook (<http://catalog.nwfsc.edu/>).

Plagiarism, cheating, or any other form of academic dishonesty is a serious breach of student responsibilities and will ***NOT*** be tolerated. Any student caught cheating or plagiarizing any material will receive an automatic F ***in the course*** and a referral to the Dean of Students for disciplinary action (which may include suspension or dismissal from the college). Cheating includes, but is not limited to, using or attempting to use unauthorized materials, information, notes, study aids or other devices, information from another student or student's paper, any use of any electronic device, and any unauthorized communication of information, including collaborating. ***A ZERO tolerance policy will be employed for any instance of cheating!!***

Should a student wish to withdraw from the class (for any reason), it is the ***student's*** responsibility to withdraw before the withdrawal deadline (listed above). Otherwise the student will receive an "F". The instructor cannot withdraw the student and must report a grade for any student still enrolled at the end of the semester. In addition, students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom

conduct, computer/network/email use and other items included in the NWFSC Catalog and Student Handbook. Students should be familiar with the rights and responsibilities detailed in the current NWFSC Catalog and Student Handbook (<http://catalog.nwfsc.edu>).

If you have a disability for which accommodations may be appropriate to assist you in this class, please contact the Office of Disability Support Services in the Student Services Center on the Niceville Campus. The counselor for Students with Disabilities may be reached by calling 729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770) or by email at fernandt@nwsc.edu.